

Assessor-Recorder-County Clerk

San Bernardino County, CA



I Want To Get Married

The San Bernardino County Offices of the Recorder-County Clerk provides marriage licenses to couples getting married in addition to performing civil ceremonies for a small fee. Once a couple has obtained their marriage license and participated in a qualified ceremony, the marriage license needs to be sent back in to our office to be recorded and a marriage certificate will be issued.

The following is information regarding marriage licenses, marriage ceremonies, and marriage certificates.

Keep Reading to Learn About:

- Marriage Licenses
 - Marriage License Requirements
 - Types of Marriage Licenses
 - Marriage License for Minors
- Marriage Ceremonies
- Marriage Certificates
- Frequently Asked Questions



Marriage Licenses

Step 1: Apply for a Marriage License

A California marriage license is a permit to get married; you are not officially married until a marriage ceremony is performed within the State of California by a recognized wedding officiant.

You may find a copy of the Marriage License Application on our website that you may review prior to visiting our office. Marriage license applications must be manually entered into the Recorder-County Clerk computer kiosks before a license can be issued.



Marriage Licenses and Ceremonies are:

- By appointment only on Monday and Friday
- Walk-ins welcome Tuesday thru Thursday from 8:00 a.m. - 11:00 a.m. and 2:00 p.m. - 4:00 p.m.

Marriage License Requirements

- Applicants must be unmarried
- Applicants must be at least 18 years of age
- Applicants must have a valid photo I.D.
- Applicants must apply together
- Applicants must select a type of license
- Applicants must adhere to the Name Equality Act of 2007



Examples of Photo I.D. include:

- Driver's License
- State issued I.D. card
- Passport
- Military service or military dependent I.D. card
- Alien registration card (formerly known as "Green" card)
- I.D. card issued by U.S. Government

If a form of identification which includes both a photograph and birth date is not available, the use of **two** other identification documents are required to prove identity and age (one with a photograph and one with a birth date). Some examples of these types of documents include:

Photograph: School identification card or Employee identification card

Birth Date: Certified copy of a birth certificate, baptismal certificate, adoption records

Note: If either applicant has been divorced or had an annulment within the last year, we will need a certified copy of the JUDGEMENT OF ANNULMENT or FINAL DECREE OF DISSOLUTION before issuing a license. A Notice of Entry of Judgement is not a final dissolution document.

Types of Marriage Licenses

If you have questions concerning which type of license is appropriate for your needs, you may want to consult an attorney before you purchase a marriage license. Neither the County Clerk nor his deputies are permitted by law to give legal advice and/or assistance.

Regular Public License

- Open to authorized members of the public
- May be used anywhere in the State of California
- One witness required (besides person performing ceremony)

Confidential License

- Not open to the public
- Copies issued to couple only
- May be used anywhere in the State of California
- No witnesses required
- Applicants must be living together as spouses
- Confidential marriage licenses are also offered by authorized notaries

License for Denominations Not Having Clergy

To be used by those persons who, due to religious beliefs, are entering into a marriage without the participation of a minister, priest, rabbi, lay leader, or other person authorized to solemnize marriages.



Declaration of Marriage

To be used by those persons who wish to declare an already existing licensed California marriage for which no official record exists, and more than one year has passed since the date of the marriage.

Court Order Delayed Marriage

This license is required under any of the following situations:

- When a marriage was performed without benefit of a license or the license was expired and the couple is unwilling to sign and acknowledge on the marriage license that they are not married and/or they do not agree to participate in a second ceremony.
- When the requirements to be issued a License and Certificate of Declaration of Marriage cannot be met because the marriage occurred less than one year ago, the couple cannot provide two witnesses who were present at the ceremony; or there is only one spouse available to apply.
- To record a marriage which occurred in another state or country where the record no longer exists, e.g., was destroyed or lost.
- For additional information see California Department of Public Health



Marriage License for Minors

If one or both parties requesting a marriage license are under the age of 18, then a court order **must** be obtained from the courts. A certified copy of the order shall be presented to the county clerk at the time the marriage license is issued. This applies to emancipated minors as well.

Minors may **not** be issued a confidential marriage license under any circumstances.

For additional information contact San Bernardino Superior Court.

Marriage Ceremony



Step 2: Participate in a Marriage Ceremony

Marriage Ceremony

The ceremony must be performed within 90 calendar days of purchase of the marriage license.

Couple is to present the original marriage license to the person who will be solemnizing the marriage (see Authorized Persons to Perform Marriage Ceremonies)

- A **public** marriage requires a minimum of four people
 - Two unmarried persons
 - Person solemnizing the marriage
 - One witness (second witness is optional)
- A **confidential** marriage requires a minimum of three people
 - Two unmarried persons
 - Person solemnizing the marriage

After the ceremony, the person solemnizing the marriage is to complete the officiant's portions of the marriage license in **permanent** black ink and obtain complete address and signature(s) of witness(es) (if applicable).

- Enter the date, city, and county of the marriage
- Printed name of person solemnizing marriage, signature, title, and religious denomination, if clergy member.
- Complete address(es), printed name(s) and signature(s) of witness(es)
- Solemnizer is to return the completed original marriage license to the Recorder-County Clerk in the county in which the license was issued within ten days of the marriage ceremony.

Civil Marriage Ceremonies in Our Office

Civil marriage ceremonies are performed in our office by Deputy Commissioners of Civil Marriage.

You may make an appointment at the **San Bernardino Office** by calling (855) 732-2575.

Ceremonies are:

- By appointment only on Monday and Friday
- Walk-ins welcome Tuesday thru Thursday from 8:00 a.m. - 11:00 a.m. and 2:00 p.m. - 4:00 p.m.

For the **Jerry Lewis High Desert Government Center Office** call (760) 995-8065.

Ceremonies are:

- By appointment only on Monday and Friday
- Walk-ins welcome Tuesday thru Thursday from 8:00 a.m. - 11:00 a.m. and 2:00 p.m. – 3:30 p.m.

Authorized Persons to Perform Marriage Ceremonies



Marriages may be solemnized by several different officials, including but not limited to: priests, ministers, rabbis, and authorized persons of any religious denomination; judges, magistrates, current Members of Congress, California Constitutional Officers and State Legislators; and some local elected officials. Officiant must be at least 18 years old.

The County Clerk is designated as a Commissioner of Civil Marriages, and may appoint Deputy Commissioners of Civil Marriages who may solemnize marriages under the direction of the commissioner of civil marriages.

In addition, a county may license officials of a nonprofit religious institution, whose articles of incorporation are registered with the Secretary of State, to solemnize the marriages of persons who are affiliated with or are members of the religious institution. The licensee shall possess the degree of doctor of philosophy and must perform religious services or rites for the institution on a regular basis. The marriages shall be performed without fee to the parties.

Commissioner for One Day Program

The Recorder-County Clerk offers an opportunity to have a special friend or family member appointed to perform your marriage ceremony.

This is a one time, one-event appointment. The bride, the groom, or the person performing the marriage ceremony must reside in San Bernardino County. The marriage license must be purchased by the couple prior to the ceremony taking place.

- Be at least 18 years of age
- Appear in person at the County Clerk's Office (by appointment)
- Present current government issued identification
- Complete a Deputy Commissioner of Civil Marriages application
- Nonrefundable applicable fee
- Require the couple to present their marriage license prior to solemnizing of the marriage.

This process is done by appointment only, call 1-855-732-2575.

Please submit the Deputy Commissioner of Civil Marriages application at least six weeks in advance of the date of the ceremony. After approval is given, you will be given instructions for completion of the license, sample wedding vows, and a copy of your commission.



Marriage Certificate

Step 3: Get a Marriage Certificate

Marriage Certificate Copies

Copies of marriage certificates may be purchased approximately two weeks after the original marriage license is received and recorded in the Recorder-County Clerk's office.

Only the parties to the marriage may be provided a certified copy of a confidential marriage record.



Frequently Asked Questions

Are blood tests required?

No. As of January 1, 1995, the State of California has stopped requiring blood tests.

Do I have to be a United States citizen?

No. You do not have to be a U.S. citizen to marry in California.

Do I have to reside in California?

No, California does not have any residency requirements.

I was married in another country; do I need to file my marriage license with the Recorder-County Clerk

No. You do not need to file your marriage license with the Recorder-County Clerk.

Does purchasing a marriage license make us married?

No. A ceremony must be performed after purchasing a marriage license for you to be legally married

For office locations and phone numbers of the main office and district offices, please visit:

<http://www.sbcounty.gov/ARC/About/Locations.aspx>

